

Community Services Recreation Services Leader – Membership Front Desk

Annual Salary: \$28,949 - \$39,907 plus excellent benefits package

(appointment generally made at the minimum salary range, depending on qualifications)

Open until Filled (first review Monday, January 27, 2014)

The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to metro Phoenix and the central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the agritech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and charter schools, a City park and retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Department



The Community Services Department offers a variety of diversified programs, activities and special events that focus on family fun, recreational needs and physical wellness of children, adults and seniors.

Mission: The City of Maricopa Community Services Department is committed to providing services and amenities to enhance the quality of life of its residents.

The Department has three divisions with 16 employees: Library, Parks, and Recreation with a budget of approximately \$2.2M.

The City of Maricopa enjoys providing fun, safe and affordable opportunities for residents of all ages. The City of Maricopa hosts a variety of special events throughout the year. Whether you prefer to sample delicious salsas at the annual Salsa Festival, catch a movie under the stars at Movies in the Park or celebrate Maricopa's beginning at Stagecoach Days we have something planned for you and your family

The Position

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

The Ideal Candidate

The ideal candidate must have:

High School Diploma, or GED and one (1) to three (3) years' experience in recreation and event programming, front desk or providing memberships. Position requires working evenings, weekends and some holidays.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Leads with the development, implementation and evaluation of various recreational programs and activities; leads and monitors program participants, subordinates and volunteers.
- Guides and counsels park patrons/program participants on park/program rules, care of equipment and acceptable conduct in a helpful, positive manner; assists park patrons/program participants in providing information, direction, and education and responds to complaints, inquiries, and information requests.
- Writes simple reports, completes daily attendance, accident/incident reports, updates game/sports standings for leagues; monitors sports field schedules; data entry (e.g. spreadsheets, etc).
- Maintains financial and activity records.

Knowledge of:

- Development, implementation and evaluation of various recreation programs.

Skills required:

- Meet and deal tactfully and effectively with the public;
- Perform simple mathematical calculations and perform multiple duties simultaneously;
- Communicate effectively, both verbally and in writing;
- Establish and maintain effective working relationships.

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS****



Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

Application Procedure

Filing Information: This recruitment will close at **5:00 p.m.** on the deadline date. Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Candidates may apply via the City of Maricopa website: [click here to apply](#). You may apply for one (1) position at a time, unless otherwise noted. You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Four (4) work related references (please include email addresses)
- Salary history for the past seven (7) years

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made.

We do not require a City of Maricopa application to be completed until you have been selected for an interview.

A response is sent via e-mail to let you know your resume, cover letter and references have been received. Please ensure that you have received the confirmation email, the City of Maricopa will not be held accountable if your information has not been received by the closing date. You will be contacted if you are selected for an interview. We are not able to respond to follow-up e-mails or phone calls.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

